



Community Room User Agreement

1. I hereby acknowledge and declare that I:
 - a. Am the sponsor or the authorized agent of the sponsor of the meeting to be held in the Duchesne County Library community rooms.
 - b. Will be present during the entire course of the event.
 - c. Have read and understand the Community Room and Behavior & Library Use policies and will oversee the appropriate use of library facilities by the attendees according to the agreements in them. **No events are held on Sunday or between 12:00 AM – 6:00 AM.**
Policies are found at:
<https://www.duchesne.utah.gov/your-government-2/county-departments/library/policies/>
 - d. Have reviewed the Community Room Fee Schedule and will pay applicable fees and cleaning deposits before getting access to the Community Room. **An event not open to the public and free to attend has a rental fee + cleaning deposit, including private social events.**

2. Requested Date(s): _____

3. Time (Start to End including setup and cleanup): _____

4. Purpose of Activity: _____

5. Anticipated attendance: _____

6. (Check all that apply.) Is the event:

Open to the public? ☐ Free to all attendees? ☐ A meal or party event? ☐

8. Name of Individual/organization agent: _____

9. Name of organization (if an agent): _____

10. Address of individual/agent: _____

11. Phone number of individual/agent: _____

12. Email of individual/agent: _____

13. Signature of individual/agent: _____

Return completed form to Library Director or send by email to dmauchley@duchesne.utah.gov



Community Room Fee Schedule

Free	Events open to the public and free of charge. (Educational/cultural events may only charge required license, certification, or manual fees—No profit to presenter/sponsor for free use.)
\$10/hour \$60/day	Non-profit organization and community group meetings closed to the public.
\$20/hour \$120/day	For-profit educational, cultural events; Closed/Private meals, parties, social events of any group or individual up to 45 attendees.
Not Available	Closed/Private meals, parties, social events of any group or individual with over 45 attendees; Other commercial/promotional use.
+\$5/hour	For events before or after normal library hours when a staff member must be present.

Reserved time must include set-up and take down time.

Prices are double for both halves of the Roosevelt Community Room.

Management will determine when a staff member should be present for before-hours or after-hours events when the room is being borrowed by patrons who have never borrowed the room before or the nature of the event calls for staff oversight. In these cases the extra fee is charged. Staff must check the room for clean up before the patron leaves.

If management determines that the borrowing patrons have a history of responsibly maintaining the room, management may not be required to have staff stay or check for cleanliness. The extra fee may also be waived.